QUOTAS – TERMS AND CONCEPTS

Quota management is the task that involves time/leave entries into BEACON SAP and the resulting entitlements.   Some of the terms and definitions you may see are as follows:

Quota – A balance reflecting an employee's entitlement for Leave

Quota Type – 2-digit code in SAP that indicates the type of quota. eg., sick (15), holiday comp time (22)

Cross Application Time Sheet (CATS) – Acronym in SAP for the time sheet used by Time Administrators to enter or correct time

Attendance/Absence Type (A/A Type) – A code that reflects the nature of an employee's absence or attendance. Absence codes are for time off – sick, vacation, bonus, etc.   Attendance codes reflect time worked - regular work, make up time, etc.

Positive Time or Negative Time – Describes the requirement to enter all time worked and leave taken (Positive time) or to record exceptions from their normal work schedule only (Negative time)

Time Evaluation – The Nightly Time Evaluation run processes time rules and readies approved time for use for Payroll processing.

Some of the more common quota types are listed below (this is not a comprehensive list):

Quota Type	Quota Text
10	Vacation Leave
15	Sick Leave
20	Overtime Comp Time
22	Holiday Comp Time
24	Travel Compensatory Time
26	On-Call Comp Time
31	Advanced Vacation Leave Allowed
32	Advanced Sick Leave Allowed
40	Holiday Leave
50	Bonus Leave
61	Adv weather # hours owed
65	Community Service Leave
66	Community Service - Tutoring
80	Received Shared Leave
85	Military Leave (Training)

LEAVE HIERARCHY

All absences recorded as '**9000 - Approved Leave**' will be subject to this **Leave Hierarchy**. The Leave Hierarchy reflects the order in which leave balances will be deducted when an entry for an Approved Absence is approved and transferred at night. At the point of entry, the quotas are checked in succession until enough quota is found to cover the recorded absence. The system will only return a message 'no quota available' if it has checked each bucket and not found a balance to cover the absence.

The quotas will be automatically deducted in this order.

1) Holiday Comp
2) OT Comp
3) On-Call Comp
4) Travel Time Comp
5) Vacation
6) Bonus
7) Advanced Leave

For more information about OSP Leave policies, please refer to the OSP website:

http://www.osp.state.nc.us/manuals/manualindex.htm

The **Sick Leave Hierarchy** represents the order in which the system will deduct quotas when an entry of **9200** is recorded. Like the Approved Leave Hierarchy, the quotas are checked at the point of entry, and the quotas are deducted when time is approved and transferred.

POSITIVE VS. NEGATIVE TIME

It is important to recognize the distinction between actual and exception pay, and positive vs. negative time.

Actual pay – Employee only receives pay for time reported. If no time is reported then no pay is received. Temporaries and NCDOT employees are actual pay.

Exception pay – Employee receives full pay unless Leave Without Pay is reported.

Positive time reporting – Always applies to employees subject to Fair Labor Standards Act (FLSA). All time must be reported.

Negative time reporting – Can only apply to employees that are exempt from FLSA. Only exceptions have to be reported.

NOTE: Exempt employees can be set as Positive time reporting. This may be necessary to maintain a consistent agency-wide time reporting structure.

LEAVE OFFSETTING

THE RULE:
Leave is to cover the gap between hours worked and the minimum expected work hours.

Entries made for Leave in excess of the minimum required work hours for the overtime period will automatically be restored to the employee's leave quota.

For more information about the offsetting policy consult the OSP Leave policies: http://www.osp.state.nc.us/manuals/manualindex.htm

Quotas with established limits will be offset, except for holiday, civil and other management approved leave.

Leave restoration will be *first taken, first restored*. If a weekly employee takes Approved Leave on Monday, and then a day of Sick Leave on Tuesday, and then works an extra 8 hours on Wednesday, the Approved Leave from Monday will be the first to be restored.

NOTE: Leave Offsetting is done within an Overtime (OT) period. For normal, 40-hour, subject personnel, Leave Offsetting will be done within the 7-day OT period. For 28-day employees, the entire 28-day period is subject to offsetting.

HOLIDAY LEAVE

Positive Time Employees

❖ will see holiday leave appear in their quotas 30 days prior to the holiday

❖ may take the holiday from that date forward, up until 30 days after the holiday

- ❖ may observe the holiday on the day it naturally occurs. This 60-day holiday period is designed to provide flexibility for agencies with 24x7 operations.

  - If the holiday falls on a regularly scheduled work day and the employee is off, the employee should record 9300, Holiday Leave.

  - If the employee <u>works</u> on the Holiday, the employee will record work hours, will receive equal time off, up to 8 hours, and the relevant holiday premium pay. The Holiday Leave (9300) will be converted to Holiday Comp Time and placed in the appropriate Leave quota by the Leave Administrator.

  - If the holiday falls on a non-scheduled work day, the employee may record their holiday leave (9300) on another scheduled work day, an absence they should arrange with their supervisor.

Non-FLSA Subject employees who record exceptions only:

- ❖ The only exception for these employees is if they WORK on the holiday. Otherwise, it will be assumed that they had the benefit of the holiday.

Some agencies allow the employees who normally work 4x10 to work a 5x8 schedule in the week of a holiday. This will not require a change to the employee's work schedule.

QUOTA ACCRUALS

WHO, WHEN, AND WHAT

THE RULE:
An employee will accrue their leave when they have achieved 50% of their payroll period.

- Employees who are Positive Time must demonstrate that achievement by recording time.

- Employees who record only their exceptions (Negative Time) will receive their accruals based on their planned Working Time.

NOTE: BEACON recommends weekly time entry to ensure timely and accurate accruals. Agencies adopting monthly entry deadlines for their Positive Time Recording population will see a delay in the monthly accruals.

Who accrues?

Employees with a employer/employee non-temporary relationship with the State

When do Employees Accrue?

Positive time employees must record time worked or leave for 50% of their scheduled work days in the pay period to accrue in that period

The accrual date depends on the number of work days, as derived from the employee's work schedule.

Employees with intermittent LWOP could conceivably accrue later in the month.

What counts for accrual?

Any approved entry that puts the employee in a pay status for that day will count towards the 50% achievement

What do they accrue?

Hours and minutes, in decimals

What is prorated?

Annual Leave and Sick Leave are prorated for part-time employees. Community Service leave is prorated for new hires starting after mid-January.

NOTE: Only time entries that place the employee in a pay status are counted toward achievement of 50%. Any entry for Leave without pay (LWOP – A/A type 9400) will delay the accrual of leave until the employee meets 50% of the period in a pay status.

QUOTAS - RECORDING LEAVE

- Employees accrue leave when the time has been earned based on approved timesheet entries. Leave may not be taken before it is earned. Time must be entered, approved and evaluated before the accrual will be done.

- Leave earned on the 15th may not be applied to an absence on the 10th.

- Quotas cannot be negative. Employees and Time Administrators cannot record more leave than the employee has available on that date.

Leave Administrators have the responsibility to research Quota problems and make appropriate adjustments.

NOTE: It is within the agency's discretion to permit a Leave Administrator to adjust the validity date or deduction date. This would be unusual, but can be done. It is not standard practice.

ADVANCED LEAVE

Agencies may elect to Advance leave in accordance with OSP Policy. Typically this is *rare* and *for a specific purpose*, not vague or casual. A Leave Administrator, with management approval, would create an Advanced Leave Quota for the hours awarded.

The Advanced Leave Quota will be consumed when the employee records an absence that deducts from that Quota.

The system will generate a Liability for the employee based on the hours taken. It will recover future accruals towards that liability until it is satisfied.

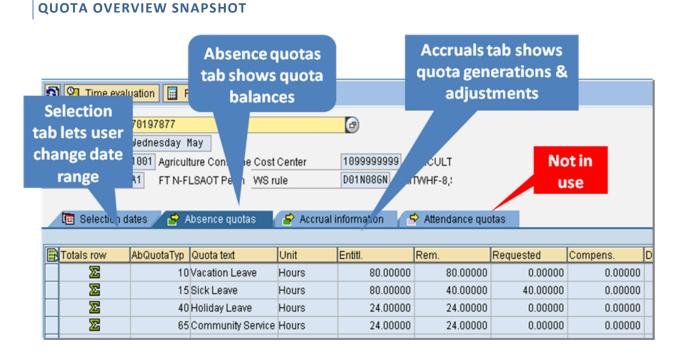Advanced Leave is subject to the limits in the OSP Policy manual.

- As leave is accrued, it will be used to satisfy an outstanding Advance Leave liability of the same type (i.e., vacation accruals will be used to pay back vacation advances).

- If an employee has an outstanding Advanced Leave liability and works extra hours, the extra hours will be used to pay back the liability until it has been satisfied.

The recovery of liabilities is reflected on the Time Statement.

ADVERSE WEATHER

- Absence due to adverse weather is entered using the Adverse Weather Leave A/A type – 9545.

- During Time Evaluation this A/A type will cause the creation of an adverse weather liability.

- During subsequent Time Evaluation the system will check for the Adverse Weather Make-up A/A type – 9512 as well as regular hours worked in excess of the required minimum hours.

The adverse weather liability will be reduced accordingly when either is present.

QUOTA OVERVIEW SNAPSHOT

The Quota Overview (PT50) transaction has several key tabs:

- **Selection dates** – tab allows user to choose the period of time they wish to view

- **Absence quotas** – tab shows quota types and their balances (shown above)

- **Accrual information** – tabs shows accrual information

- **Attendance quota tab** – not in use at this time

On the Absence quotas tab there are several columns showing key values:

- **Entitlement –** what is added to the quota balance through accruals, offsets, or adjustments during the display period

- **Remaining –** hours left for use by employee

- **Requested –** hours deducted

On the Accrual Information tab:

- **Generated –** calculated by the system and ready to be moved into employee's quotas during next Time Evaluation

- **Transferred –** moved into employee's quota and available for use

QUOTA ADJUSTMENTS

Quota adjustments can be used to:

- Correct quota errors

- Advance leave

- Convert Community Service Leave to community service leave tutoring

- Administer Voluntary Shared Leave

Quota adjustments are done by selecting the Quota subtype and then entering the number of hours.

Use transaction – **Maintain Time Data - PA61** to make quota adjustments.

- ❖ Infotype 2013

   - » Subtype 10 – Vacation
   - » Subtype 15 – Sick Leave
   - » Subtype 31 – Advanced Vacation
   - » Subtype 32 – Advanced Sick

      NOTE: The list above is a partial list of Quotas. A complete list may be viewed in SAP.

Leave Administrators have the following options to choose that are *allowed* by the system:

- Increase
- Reduce
- Replace (do not use!)

The Leave Admin must also choose a transfer option – **ALWAYS choose "Only transfer quota correction immediately**." Transfer Immediately means that it will transfer with the next run of Time Evaluation.

Quota balance will reflect the change once Time Evaluation has been run at night.

HOLIDAY QUOTA CORRECTIONS

If a Positive Time employee fails to record 9300-Holiday Leave within the 60 day period AND fails to record work time on the Holiday, the Time Administrator will see a Time Evaluation error message:

"Holiday Not Taken"

The Time Administrator should confirm that the employee has not had the benefit of the holiday.

If the employee has not had the benefit of the holiday, the Time Administrator will request that the Leave Administrator increase the Employee's Holiday Comp Quota for the hours not taken.

Leave Administrators will not typically be looking at Time Evaluation Error Messages but they do have access to a transaction to do so. Leave Administrators need to access the Time Evaluation Messages Display (PT_ERL00) transaction. If a Time Administrator makes a correction in the timesheet to show the holiday as taken, it will result in a retro calculation that will eliminate the message.

The only time action that will be required by the Leave Administrator is if the employee did not have the benefit of the Holiday. The Leave Administrator must reduce the Holiday quota by 8 hours for a holiday not taken and increase the Holiday Comp Quota by the same 8 hours.

COMMUNITY SERVICE LEAVE TUTORING OPTION

Employees accrue 24 hours of Community Service Leave (CSL) annually.

Full time employees may opt to convert their 24 hours of community service leave (CSL) to 36 hours of community service tutoring. This conversion is performed by creating a quota correction to reduce quota 65 to zero hours and another to increase quota 66 to 36 hours.

Tutoring leave should be taken in 1 hour increments.

- Employees that elect tutoring must use **A/A Type 9565**.

- CSL must be used between January 1st and December 31st within the calendar year.

VOLUNTARY SHARED LEAVE

Tthe Voluntary Shared Leave (VSL) process is administered with Quota Adjustments.

The process is as follows:

- A Voluntary Shared Leave Event must be established.
    - The date of the event should reflect the start date of the employee's confinement or disability.
    - There is no system check for eligibility.

- A Donation must be processed.

- The Recipient must be credited.

NOTE: BEST Shared Services will manage donations when the Donor and Recipient are in different BEACON agencies.

A Leave Administrator will process leave donations within their agency. Donations are usually Vacation Leave. If the Recipient is related to the Donor, the Donor may elect to donate Sick Leave.

For clarification on who may donate to whom and the limits on the amount of leave that may be donated, refer to the OSP Policy Manual online at the following URL:

http://www.osp.state.nc.us/manuals/dropmenu.html

Detailed work instructions are available on the BEACON Online Help site for the VSL process.

Unused leave, in excess of 40 hours, must be returned to ACTIVE employees, on a pro-rated basis at the end of the Shared Leave event. Leave administrators may manage the return of leave to Donors if all Donors are in the Recipient's agency.

If leave is to be restored to people outside the agency, then the Leave Administrator must contact BEST Shared Services.

The VSL Event must be ended by changing the To date filed in the VSL event.

Transaction Code	Description	Usage
CATS_DA	Display Working Times	To review employee's recorded working times and leave usage (minus offsets)
PA51	Display Time Data	Used to review service dates and other key time infotypes
PT50	Quota Overview	Check balances and accrual details